



Special Event & Amplified Sound Permit

Issued by the City of Springfield, MO

Summer Jam

Approved event scheduled for:

Date: May 15, 2021
Time: 6:00 – 11:00 p.m.
Location: St. Agnes Cathedral School
531 S Jefferson Avenue
Est. Attendance: 200

Approved by:

Sharon Spain

Special Event Permit Coordinator

Date Approved:

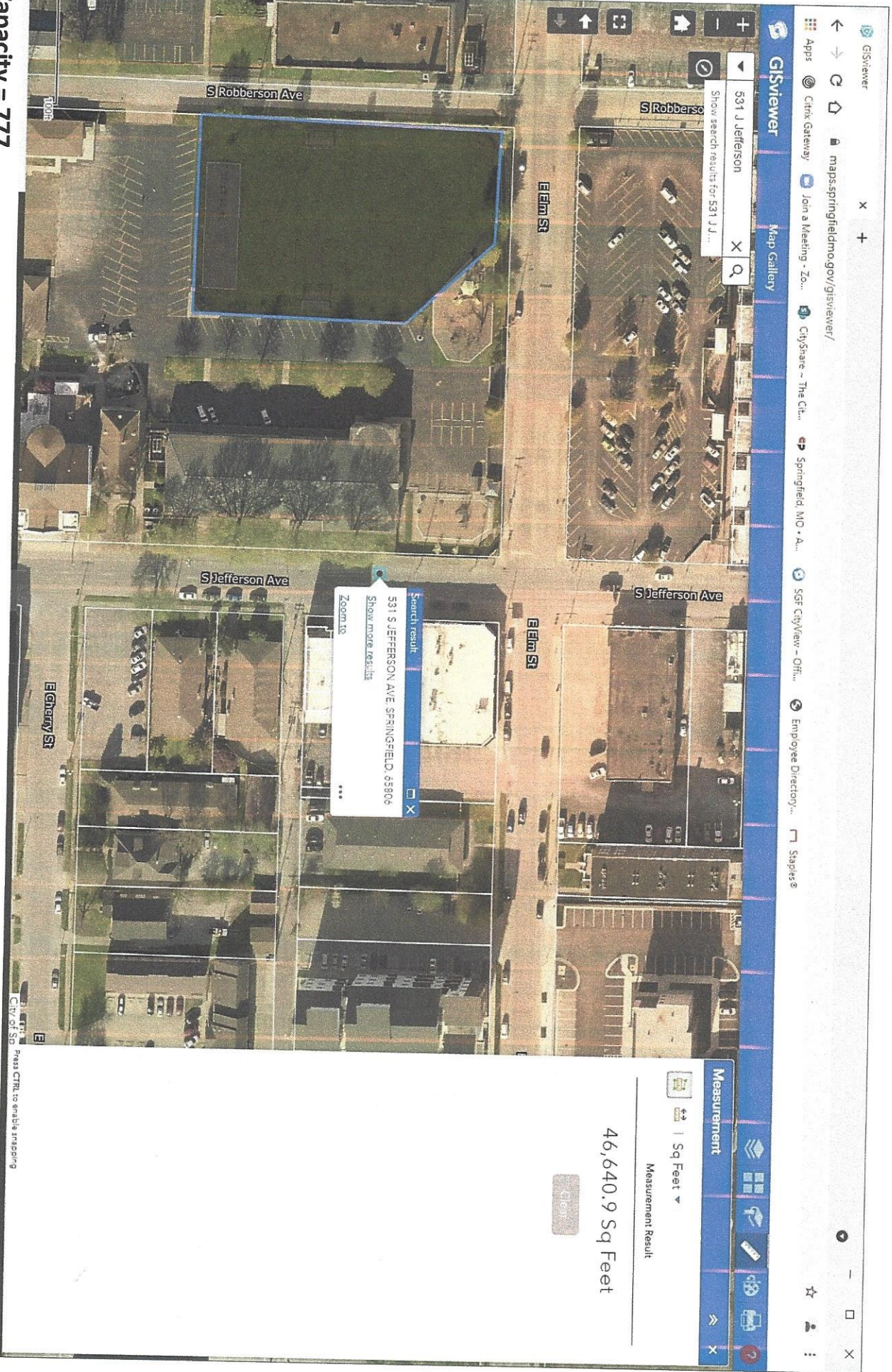
4/2/21

CONDITIONS:

- Event must comply with most current recovery orders involving masking and social distancing. **(Contact tracing information is not required at this time.)**
- **Capacity of event space is limited to 777 individuals at one time.** Monitoring of crowd size is required so as not to exceed capacity limit.
- All vendors must be licensed prior to event date.
- Picnic/catering letter must be obtained for the serving of alcohol.
- If barricades are required for road closures and they must be readily movable in the event of an emergency to allow emergency vehicles to enter the area.
- Fire Lanes must be maintained in the event area.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Battalion Chief W. Spence, Bureau of Fire Prevention, at 417-864-2348 or by email at bspence@springfieldmo.gov)

This is a permit only and is not an endorsement of the scheduled event.

Summer Jam
5/15/21

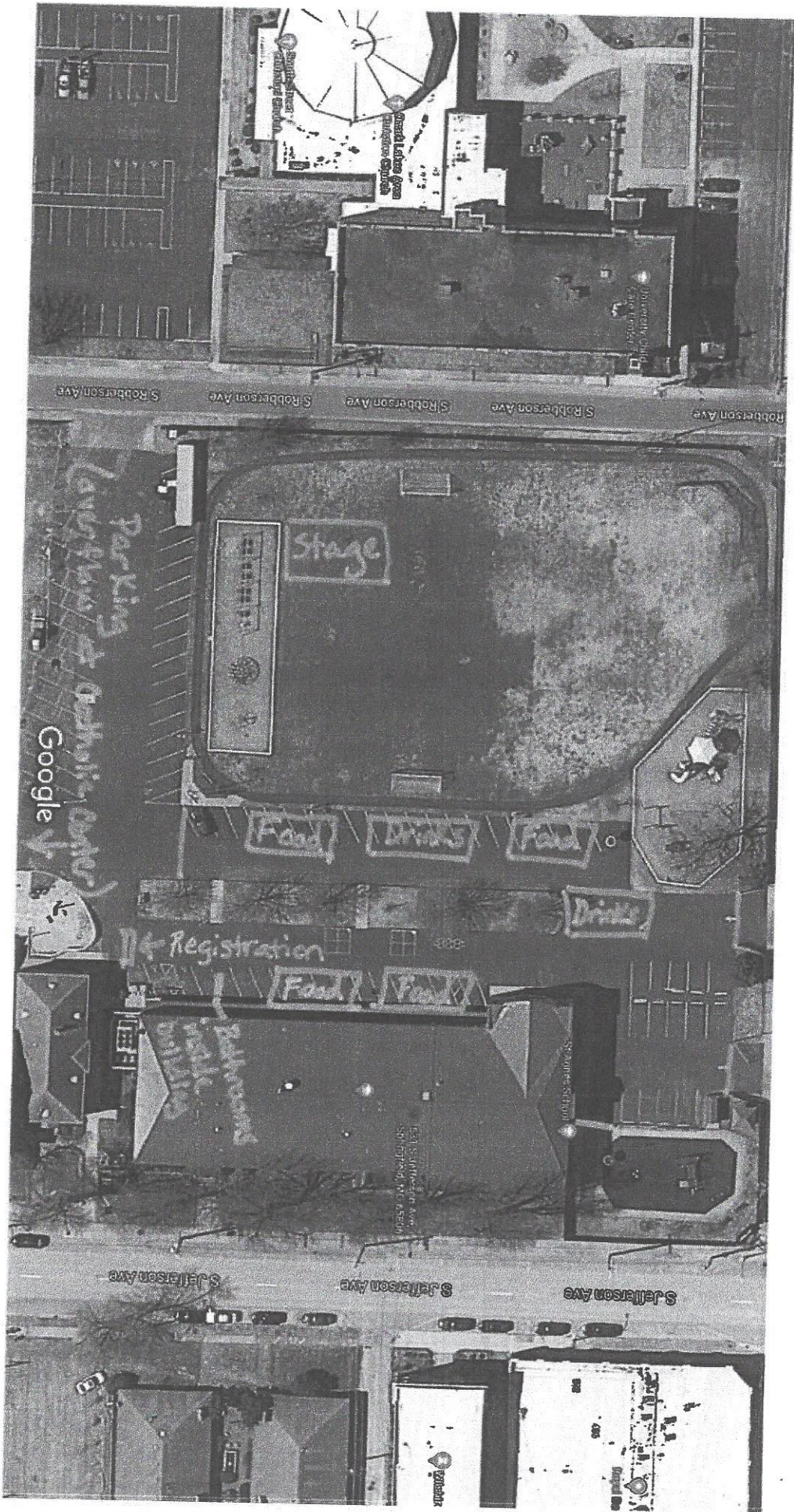


Capacity = 777

46,640 sq. ft. / 30 = 1,554

1,554 x .50 = 777

Google Maps 531 S Jefferson Ave



Map data ©2021, Map data ©2021 20 ft

Google Maps 531 S Jefferson Ave



Imagery ©2021 Maxar Technologies, Map data ©2021 50 ft

Summer Jan
outdoor space

we will use St. Agnes' parking lot + have
overflow at The Catholic Center.
we will use the bathrooms just inside the school

Spain, Sharon

From: noreply@civicplus.com
Sent: Friday, March 26, 2021 4:14 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.

This event will be held outdoors. We will also have hand-sanitizing stations in multiple areas, signage for people to wear masks, and social distance. We are also offering that visitors could purchase a "square" to stay in their area and their food and drinks will be brought to them to lessen the number of people grouping together.

Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.

Our food and beverage stations will be sanitized every 15 minutes (we can do it more often, just let us know). Hand sanitizing stations will be available throughout the event and at all food and beverage stations.

Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?

Yes

Organization Name	St. Agnes Cathedral School
Address	531 S. Jefferson Ave., Springfield, MO 65806
Contact Name	Suzanne Cronkhite
E-mail Address	scronkhite@scspk12.org
Home or Desk Phone	417-865-5567
Cell Phone	816-916-4203
Fax	<i>Field not completed.</i>
Second Contact Person	Lindsay Paulsell
E-mail Address	lpaulsell@scspk12.org
Home or Desk Phone	417-866-5038
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Event Information	
Event Name	Summer Jam
Event Description	Charity (501(c)3 documentation required)
Please upload 501(c)(3) documentation if required.	SCS Tax Exempt.pdf
If you checked Other above, please describe.	<i>Field not completed.</i>
Event Date(s)	5-15-2021
Alternate Event Date(s)	none
Event Location	Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
 Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street St. Agnes Cathedral School

Event Address & Zip 531 S. Jefferson Ave., Springfield, MO 65806

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting
from proceeds St. Agnes Cathedral School
Attn. Lindsay Paulsell, Principal
531 S. Jefferson Ave.
Springfield, MO 65806

% of proceeds being
donated 100

Is this a first-time event? No

If no, what was the last year
the event was held? 2019

Please list any variations
from the last year the event
was held. New food vendor, no mixed drinks (only wine and beer),
managing the CDC COVID guidelines.

Event Operations

Event Set Up Starts: 5/14/2021 4:00 PM

Event Set Up Complete By: 5/15/2021 5:30 PM

Event Start: 5/15/2021 6:00 PM

Event Close: 5/15/2021 11:00 PM

Event Teardown Starts: 5/15/2021 11:15 PM

Event Teardown Complete 5/16/2021 2:00 PM
By:

Estimated Attendance Per Day 200

Will this event be open to the public? Invitation-only

Will you be charging admission? Yes

Will you be accepting donations? Yes

Are you wanting to close a City street for your event? No

Please indicate the street(s)/cross streets(s) you propose to close and what dates and times. Field not completed.

From: Field not completed.

To: Field not completed.

Upload Event Route Field not completed.

Food will be Served

How will food be prepared? Field not completed.

Please list the contact information for each temporary food vendor that plans to serve food at the event.

Food Vendor 1: Whole Hog Cafe

Contact name Abigail Tinlin

Mobile phone number 417-868-0042

E-mail address Field not completed.

Will more than one food vendor be serving food at the event? Yes

Food Vendor 2: Springfield Catholic Schools, Irish Eats (our cafeteria program)

Contact name Kelsey McLemore

Mobile phone number	417-321-3394
E-mail address	kmcmore@scspk12.org
Food Vendor 3:	Pappos Pizzeria
Contact name	<i>Field not completed.</i>
Mobile phone number	(417) 866-1111
E-mail address	<i>Field not completed.</i>
Food Vendor 4:	417 Charcuterie
Contact name	<i>Field not completed.</i>
Mobile phone number	(417)379-1555
E-mail address	springfieldcharcuterie@gmail.com
Food Vendor 5:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Food Vendor 6:	<i>Field not completed.</i>
Contact name	Suzanne Cronkhite
Mobile phone number	8169164203
E-mail address	scronkhite@scspk12.org
Will electricity be provided to the food vendors?	Yes
If yes, please describe contingency plan for additional power if needed.	We can use the power inside the school or church offices.
Will alcoholic beverages be available at your event?	Yes
Alcoholic beverages will be	Sold by the drink
What type of alcoholic beverages?	Beer, Wine

Please provide the address at which alcohol will be sold, given away and/or consumed.

531 S. Jefferson Ave., Springfield, MO 65806

Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.

St. Agnes Cathedral School

Alcohol Will Be Served From:

5/15/2021 6:00 PM

To:

5/15/2021 10:00 PM

City of Springfield Noise Standards

(a) *Maximum noise level.* No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) *Sound level standards.* The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) *Variations and exemptions.* 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event?

Yes

If so, will stages be built?

Yes

How many?

1

Performances will start

5/15/2021 6:00 PM

and conclude

5/15/2021 11:00 PM

Will tents be erected for your event?

Yes

If you checked Yes,

[click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? Generators, Utility power

Will access to water be required for the event? Yes

Will restroom facilities be required for the event? Yes

Have you arranged for security at your event? Yes

If so, who will be providing security? Please provide Organization, Address and Phone. Southern Missouri Judicial Services, 111 N. Booneville, Springfield, MO 65802; 417-881-2626

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. Alert the nearest services of the event and call in an emergency.

Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event. Use the St. Agnes School trash disposal.

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event. We will use the same process as our St. Agnes School cafeteria program.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy.](#)

UPLOAD Certificate of Insurance

[Certificate-442192-0325001050.pdf](#)

INDEMNITY

I agree

CITY CODES/PERMITS

I agree

CONDUCT/NUISANCES

I agree

UPLOAD Event Site Map or Sketch here.

[Summer Jam Map 2021.pdf](#)

Signature

By checking this box and typing my name below, I am electronically submitting my signature.

First Name

Suzanne

Middle Initial

M.

Last Name

Cronkhite

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)